COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING (POST)

GUIDELINES AND REQUIREMENTS
FOR
PRESENTATION OF POST EXECUTIVE WORKSHOPS

The following conditions are for the presentation of POST Executive Workshops, more commonly known as the "Chief's/Sheriff's Workshops" or "Chief Executive Workshops". These guidelines provide an opportunity for chief executive groups/associations to have considerable flexibility in format and selection of instructors.

1. <u>Limit on Cost</u> - The limit on presentation costs POST will reimburse per workshop is $3900. This may be used to cover instructor fees plus travel and per diem, facilitator/coordinator fees plus travel and per diem, meeting room expenses, audio-visual expenses, handout duplication, and other related costs, except food and beverage or cancellation charges. The chief executive's group, or the individual agency, incurring the costs must invoice POST, with attached copies of invoices from the hotel, instructors, facilitators, coordinators, A-V rental companies, etc. POST will reimburse up to $3900 to the agency, or chief executive group, who is handling the workshop. If the costs are less than $3900, only the actual costs will be reimbursed by POST. If the cost is more than $3900, POST will pay a maximum of $3900. Note – If your association is not set up as a "non-profit" with a tax I.D. number, you may want the check made payable to an agency rather than your association for tax reasons. If so, please indicate on the invoice the name of the agency to be paid. <u>Checks cannot be mailed to associations who do not include their tax I.D. number on the invoice sent to POST.</u>

2. <u>Travel and Per Diem Reimbursement</u> - POST will pay travel and per diem through the Training Reimbursement Request (TRR) form, which is currently limited to $124 per day, or portion thereof, plus travel, for the chief executives only. POST will not reimburse travel and per diem of seconds in command, or lower ranking officers or deputies who attend workshops via TRR (Coordinator Exception - see below). <u>Note: Workshops must be held within 100 miles from the border of the geographic area represented by your association.</u>

The Training Reimbursement Request (TRR) form is the only method of payment available from POST for travel and per diem at the Executive Workshops. This means members whose agencies are not in the POST program, or are in the non-reimbursable program such as CHP, State Parks, etc., must fund their attendance outside of POST's resources.

Coordinator Exception - A lower ranking officer or deputy doing on-site coordination from one of the reimbursable agencies, may receive reimbursement via TRR for attendance. This is limited to one person from an agency, such as a sworn training manager, or other sworn member of the agency, who would be normally eligible for TRR reimbursement. If the coordinator is not eligible for TRR reimbursement, the association may choose to use part of the $3900 to pay for those expenses.

3. <u>Group Coordinator Responsibilities</u> - The member of the chief executive group/association who is coordinating the workshop for the group is responsible for making all arrangements with the hotel, the instructors, and other logistical issues. For training workshops the coordinator shall provide *resumes for the instructors* utilizing the POST resume form, an *outline for each instructor's presentation* in the POST format, and an *hourly schedule* of the workshop to the POST Program Manager (currently Gary Sorg) at least 30 days in advance. In the case of problem solving workshops, the person who is coordinating the workshop must provide the POST Program Manager with a POST *resume for each person facilitating* each portion of the problem solving segment, a *general outline of each problem* to be discussed, and an *hourly schedule for the entire workshop* at least 30 days in advance. The POST Program Manager will be available to meet with the person coordinating the workshop to ensure a clear understanding of the process, as necessary.

At the end of the workshop the person coordinating the workshop will mail in all the normal materials required by POST within ten days. These include the POST Course Roster, the Training Reimbursement Request (TRR) forms from the attendees, and the Course Evaluation Instruments (CEIs). The workshop coordinator will receive detailed instructions on how to manage the coordination process and the paperwork. The POST Program Manager will also be available to answer any questions as needed.

4. <u>Length, Hours, and Format</u> - The workshops may be 16 to 40 hours in length, and may, for example, start at 8:00am or 1:00pm on the first day and end at 12 noon or 5:00pm on the last day. The workshop hours and days must be consecutive, meaning it cannot have an hour, a half day, or a full day break between the beginning and end, except for normal hourly breaks or lunch breaks typical of other training classes. Any other event held in conjunction with the workshop, such as an association meeting, golf tournament, etc., must be held before the start of the workshop, or after the end of the workshop, or during the evening, i.e. during non-classroom hours.

5. <u>Continuing Professional Training Credit</u> - Individual chief executive groups/associations are limited to one workshop per fiscal year. These can be either a *Training Workshop* or a *Problem Solving Workshop*, or a combination of both. Continuing Profession Training (CPT) credit will be given to attendees for both training and problem solving workshops.

6. <u>Approval Process</u> - Chief executive groups/associations interested in having a workshop must apply in writing to the POST Program Manager at least 120 days in advance of the intended date. However, as much notice as possible would be greatly appreciated. Applications should be submitted on either association or agency letterhead, and signed by the person who is representing the group, or the person who will be coordinating the workshop. The application must include the proposed dates, proposed site (including address and zip code), and identify whether it will be a training workshop, a problem solving workshop, or a combination of both. Also, it must include the name, phone number, and address of the person who will be coordinating the workshop. The POST Program Manager will make the determination and notification of approval or disapproval within 30 days.

7. <u>Submit Application</u> - Please send the application to Commission on POST, 1601 Alhambra Blvd., Sacramento, CA 95816 - Attention: Senior Consultant Gary Sorg, Center for Leadership Development & Homeland Security. You may also e-mail the application to Gary.Sorg@post.ca.gov, or fax it to (916) 227-0195. Should you have any questions, please call Gary Sorg at (916) 227-2822. Thank you.

(See Attached Sample Application Letter)

SAMPLE APPLICATION LETTER

RIVER COUNTY LAW ENFORCEMENT CHIEF EXECUTIVE'S ASSOCIATION
2222 "M" STREET
RIVER CITY, CA 98120-1842

January 3, 2006

Gary Sorg, Senior Consultant
Center for Leadership Development
Commission on POST
1601 Alhambra Boulevard
Sacramento, CA 95816-7083

Dear Mr. Sorg:

On behalf of the River County Law Enforcement Chief Executive's Association I am requesting approval of a POST Executive Seminar for our group. Our proposed dates for the combination training and problem solving workshop are April 22-24, 2006. The location we have selected is the Lakeside Resort, 1111 Harbor Blvd., Rock Creek, CA 95555. We plan to start at 8:30am on April 22nd and end at 12 noon on April 24th, total program length should be 20 hours. **(FYI – PROGRAM LENGTH CAN BE FROM 16 TO 40 HOURS)**

Please contact me at (999) 555-5555 if you have any questions.

Sincerely,

J. D. Law, Chief
River City Police Department